# Owner's Manual

## AFS-800N, 800BKN, 850SN

## AUTO FEED SHREDDER

CROSS CUT

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*Please read and retain these instructions.*
*To register your product, please go to www.royalsovereign.com USA-Customer Support Tab then Registration Tab*

***www.royalsovereign.com***

**Royal Sovereign International, Inc.**

# SAFETY INSTRUCTIONS

**SAFETY HAZARDS**

Safety hazards are depicted in the following images:

*For your safety, please be aware and take notice of all safety hazards.

| | | | |
|---|---|---|---|
| 120V | 120V Power Supply | | Misuse of this machine may lead to danger. |
| | Plug Disconnection: Separate plug from the outlet. | | NO DISASSEMBLY: Do not disassemble machinery. |

*The following hazards are related to machine placement and movement.

**WARNING**

| | |
|---|---|
| | Only operate machine with indicated power supply.<br>Do not alter any distributing wires. This may cause a fire or an electric shock. |
| | Do not operate the machine near any flammables or heat-sensitive materials.<br>This may cause a fire or internal damage to the shredder. |
| | Avoid placing the machine near the following areas:<br>• a heat or fire-prone area such as a stove or a humidifier<br>• an area with high humidity<br>• an area prone to gas leaks<br>• an area that is exposed to direct sunlight<br>• an area that is dusty or incurs vibrations<br>• an area that is not level or is on an incline<br>This may cause a fire, electric shock, or internal damage to the shredder |
| | Do not put any materials on top of the machine. |
| | When moving the shredder, turn the machine off and remove the power cord from the outlet. A damaged power cord or plug may cause a fire or electric shock. |
| | Do not handle the plug with wet hands.<br>This may cause an electric shock. |
| | Keep the machine out of reach from small children.<br>This may cause serious injury. |
| | Do not disassemble, repair, or alter the machine. Contact a qualified electrician or the Service department at Royal Sovereign(1-800-397-1025) for any inquiries on machine disassembly. In Canada. (1866-961-6673) This may cause a fire or electric shock. |

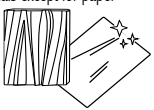
| | | | |
|---|---|---|---|
| | Do not place any liquids on the machine.<br>This may cause a fire or electric shock. | | Keep aerosol products away. |
| | Do not damage, alter, or transform the power cord or plug. Do not place any heavy objects on the power cord.<br>Do not pull or bend the cord forcibly. A damaged power cord or plug may cause a fire or electric shock. | | |
| | Do not block the top of the machine. This may cause a fire or a malfunction.<br>Do not use any flammable materials when cleaning the machine. This may cause a fire. | | |
| | Do not operate the machine if the power cord or plug becomes stained by any substance or chemicals. In this case, turn off the machine and unplug the power cord from the outlet. Contact the Service department at Royal Sovereign (1-800-397-1025) if you need to service your shredder. In Canada. (1-866-961-6673)<br>Do not disassemble or repair the machine yourself. This can cause a fire or electric shock. | | |

**CAUTION**

| | |
|---|---|
| | Do not have any personal articles hanging around the machine such as long hair, necktie, necklace, and clothing. This may cause bodily injury from the machine. |
| | Turn off the machine and unplug the power cord from the outlet before cleaning or if the machine will not be in use for a long period of time. This may result in an electric shock. |
| | • Do not spray water or chemicals into the machine when cleaning. This may result in a fire or electric shock.<br>• Use the machine only for shredding.<br>• If a malfunction or other machine problem occurs, first turn off the machine.<br>Next, contact the Service department at Royal Sovereign (1-800-397-1025) for service. In Canada (1-866-961-6673)<br>• If you smell or witness smoke coming from your machine, first turn off the machine. Next, unplug the power cord from the outlet, and contact the Service department at Royal Sovereign (1-800-397-1025) for service. In Canada (1-866-961-6673) |
| | Keep children's hands away from the paper insert at all times.<br>Do not insert fingers into the shredder. |
| | Do not insert anything other than paper and staples into the machine. |

Do not allow any foreign materials or substances inside the shredder. This may cause a fire or bodily injury.

Materials except for paper

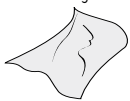


Metal, wood, and fabric

Screws and nails

Pencils and ball-point pens

Flammable and hardening materials



Cellophane and vinyl materials, leaves, flowers, clothes, etc.

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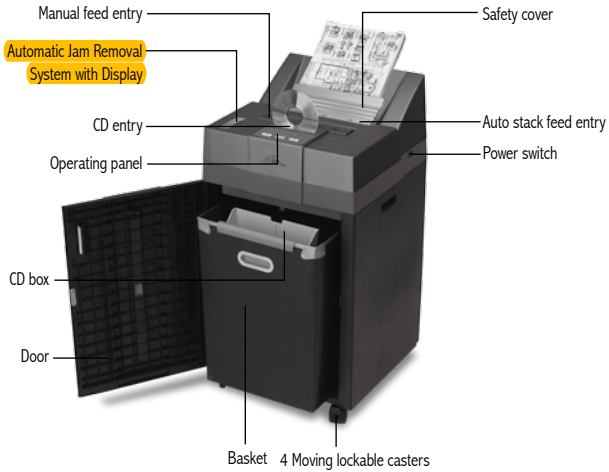
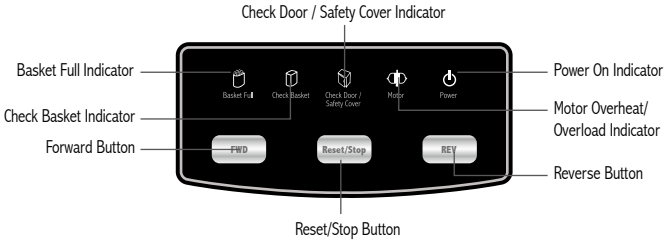
## BOX CONTENTS

Auto Feed Shredder, Basket and CD Box

## PARTS




## CONTROLS



# FEATURES

**Auto Stack Feed**

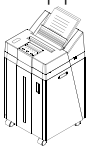
The shredder will automatically begin to shred stacks of paper when inserted into the Auto Stack Feed Entry.

| Sheet Capacity | |
|---|---|
| 7 Manual Feed | 100 Auto Feed |

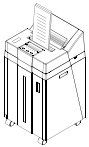
**AFS-800N/850SN**

| Sheet Capacity | |
|---|---|
| 7 Manual Feed | 80 Auto Feed |

**AFS-800BKN**



**Auto Stack Feed**



**Manual Feed**

**CD Entry**

**Multiple Feed Capabilities**

The shredder has 3 different feeding entries for ease of use. The Auto Stack Feed Entry allows users to shred large stacks of paper(80 sheets AFS-800BKN, 100 Sheets AFS-800N, AFS-850SN) at a time without having to constantly feed the papers in the machine. The Manual Feed Entry allows users to quickly shred up to 7 sheets at a time. The CD Entry allows users to shred CD's, DVD's, and credit cards.

**Auto Reverse**

If a jam occurs, the machine automatically reverses to undo the jam and automatically runs forward.

**Auto Controls**

The shredder automatically starts shredding paper upon insertion and will automatically stop when finished.

**Safety Features**

As a safety precaution, if the door or the safety cover is open the cutters automatically stop and the Check Door/Safety Cover Indicator light will turn on.

**Fast Shredding Speed**

The shredder runs at a speed of 10.5ft per minute/3.2 meters per minute allowing for a daily capacity of 4,000 sheets.

**Security**

The shredder uses cross cut shredding to cut paper into 1 / 8"x1" / 3mmx25mm pieces. This allows for level 3 security protection of your documents.

**Overheat Protection**

To ensure that the shredder does not overheat, it will automatically shut itself off if there is a jam that causes the motor to heat up or if it has been continuously running for more than 25 minutes. Once the shredder shuts off the Motor Overheat/Overload Indicator will turn on and it will turn back on in approximately 30 minutes when it cools down.

**Basket Full Sensor**

The Basket Full Indicator will turn on when the basket is full to indicate it is time to empty the basket.

**Pull Out Basket**

The shredder comes with a pull out basket to allow easy removal of shreddings.

**Lockable Caster Wheels**

The shredder is equipped with caster wheels allowing for easy movement. The wheels are also lockable to ensure that the shredder will stay in place.

# OPERATION

1. Place the shredder on a flat, level surface.
2. Plug in power cable and turn the switch located on the right side of the machine on. The Power light on the control panel will light up.
3. Insert sheets into the Manual Feed Entry or the Auto Stack Feed Entry. Insert CD's, DVD's, or credit cards into the CD Entry. 7 sheets can be inserted into the Manual Feed Entry. 100 Sheets can be placed in the Auto Feed Entry(80 Sheets AFS-800BKN) When the Basket Full Indicator turns on, empty the basket.

If the Motor Overload/Overheat Indicator turns on, let the shredder rest for up to 30 minutes. The indicator will turn off when the shredder has cooled down. If the shredder door has been opened and closed, you must press the RESET/STOP button then press the FWD button to being shredding again.

In the case of a paper jam, the shredder will automatically reverse for 5 seconds. If the jam does not clear on it's own, remove the jammed papers. When using the Manual Feed Entry, gently pull the jammed papers out. When using the Auto Stack Feed Entry, lift the Safety Cover and remove the jammed paper. Then make sure to close the Safety Cover. After the jammed paper is removed press the RESET/STOP button. Then hold down the FWD button until the shredded pieces of the jammed papers fall into the basket. You can then insert more paper to begin shredding.

**NOTE :** Above spec is most accurate under 77 °F (25°C) standard.

## Automatic Jam Removal System with Display

**GREEN LED**

When paper is inserted in auto-feed entry, GREEN LED will turn on while shredding.

**RED LED**

When you insert papers over maximum capacity, RED LED will turn on. Then, motor will go on reverse rotation, taking papers out of paper entry. In this case, papers should be pulled out by hand, before re -inserting paper under maximum capacity.

**BLUE LED**

When curled/crumpled paper is inserted it may result in a JAM problem.
If the Auto Reverse function does not remove the paper, the Automatic Jam Removal System will start automatically. During this function, BLUE LED light will turn on. Shredder will automatically run forward/reverse action for approximately 2~3 minutes until jam is cleared. Do not override control switch until process is completed.

*If the jammed paper is not fully removed from the Automatic Jam Removal System press and hold the [FWD] button and manually run forward/reverse motion to remove the jam.

**Normal Shredding**
**Green LED ON**

**Automatic Jam Removal System in process**
**(If paper is not sticking out of paper entry it cannot be pulled out by hand)**
**Blue LED ON**

**Auto Reverse process**
**(If paper is sticking out of paper entry it can be pulled out by hand)**
**Red LED ON**

# TROUBLESHOOTING

| Symptom | Solutions |
|---|---|
| My machine is not operating but the Power indicator light is on. | 1. Turn the power switch off and back on.<br>2. Check to see if the Motor Overheat/Overload Indicator is on. If so, you will have to wait till the shredder cools down and the indicator shuts off.<br>3. Press the RESET/STOP button.<br>4. Check Auto Stack Feed Entry, Manual Feed Entry, and CD entry for jammed materials or foreign objects. If there are jammed materials, pull out and Press the RESET/STOP button.<br>5. Check the control panel indicator lights. If Check Door/Safety Cover Indicator is on, close the door and the safety cover. If Basket Full Indicator is on, empty the basket. If Check Basket Indicator is on, check to make sure the basket is properly placed inside the shredder.<br> |
| I have inserted 7 sheets into the Manual Feed Entry and it is jamming. | 1. Check Specifications to make sure the correct paper is being used.<br>2. Shredded pieces may be on the cutter. If the Power Indicator is blinking press the RESET/STOP button. Then hold down the FWD button until all of the shredded pieces fall into the basket. You can then re-insert the papers to be shredded. |

# SPECIFICATIONS

| Model | AFS-800N | AFS-850SN | AFS-800BKN |
|---|---|---|---|
| Power Supply | AC 120V / 60Hz | AC 120V / 60Hz | AC 120V / 60Hz |
| Power Consumption | 260 W | 260 W | 260 W |
| Entry width | 9in / 230mm | 9in / 230mm | 9in / 230mm |
| Auto Stack Feed Capacity | 100 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) | 100 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) | 80 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) |
| Manual Feed Paper Capacity | 7 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) | 7 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) | 7 sheets (Letter / A4 size 20 lb. / 75 g/m² paper) |
| Maximum Cutting CD/DVD/Credit Card Capacity | 1 Piece | 1 Piece | 1 Piece |
| Speed | 10.5 feet/min / 3.2 m/min | 10.5 feet/min / 3.2 m/min | 10.5 feet/min / 3.2 m/min |
| Basket Volume | 10.6 gal / 40 L | 10.6 gal / 40 L | 10.6 gal / 40 L |
| Shredder Size | 1/8" x 1" / 3mm x 25mm | 1/8" x 1" / 3mm x 25mm | 1/8" x 1" / 3mm x 25mm |
| Unit Dimensions | 15.8" x 15.5" x 32.28" / 400mmx394mmx759mm | 15.8" x 15.5" x 32.28" / 400mmx394mmx759mm | 15.8" x 15.5" x 32.28" / 400mmx394mmx759mm |
| Unit Weight | 44 lbs / 20.6 kg | 44 lbs / 20.6 kg | 44 lbs / 20.6 kg |

# LIMITED TWO YEAR WARRANTY

This warranty applies to repair or replacement of product found to be defective in material or workmanship for two years from the date of the original purchase. This warranty is extended only to the original purchaser.

This warranty does not apply to damage resulting from abuse, misuse, or improper maintenance or damage that is attributable to acts of nature. Royal Sovereign International, Inc. (and its affiliated companies) is not liable for incidental or consequential damages of any nature. This limitation would not apply if you live in those areas that do not permit the exclusion or limitation of incidental or consequential damages.

Defective products for warranty repair or replacement cannot be returned without a Return Authorization number. Please go to www.royalsovereign.com USA – Customer Support Tab to make a request for an Office Product Return Authorization.

Defective products must be returned to Royal Sovereign International Consumer Return Department, freight prepaid, with proof of purchase and Return Shipping and Handling payment (check or money order). Upon repair or replacement the product will be returned to the customer.

Return defective product to the following address with a detailed description of the problem. If possible, pack in original carton. Please prepay shipping charges.

For out of warranty service or frequently asked questions please go to www.royalsovereign.com –USA- Customer Support Tab.

For sales of product, parts or accessories please visit us.

For service or sales please contact your local Royal Sovereign Office:

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